

Academic Program Manager  
Board of Regents  
State of Iowa

The Board of Regents, State of Iowa, governing body for the University of Iowa, Iowa State University, University of Northern Iowa, Iowa School for the Deaf, and Iowa Braille and Sight Saving School, seeks highly qualified candidates for the position of Academic Program Manager.

The Academic Program Manager will be responsible for preparing academic student affairs governance reports, conducting studies related to academic and student affairs, and evaluating academic and student-related processes and operations. He/she will respond to requests for information as needed, and perform other duties as assigned.

The position requires an earned doctoral degree from an accredited institution. The successful candidate must have strong quantitative, analytical, communication, and presentation skills as well as extensive knowledge of higher education and state government activities. Salary is commensurate with experience. The position is located at the Board of Regents office in Urbandale, IA and reports to the Chief Academic Officer.

Submit a letter of application, resume, and contact information for three references to Laura Dickson, Executive Assistant at [ldickson@iastate.edu](mailto:ldickson@iastate.edu) or Laura Dickson  
Board of Regents, State of Iowa  
11260 Aurora Avenue  
Urbandale, IA 50322

Review of applications will begin immediately; the position will remain open until filled. For best consideration, please apply by June 10, 2016.

The Board of Regents is an Equal Opportunity Employer. Women, minorities, and veterans are encouraged to apply.

## **ACADEMIC PROGRAM MANAGER**

### **BASIC FUNCTION AND RESPONSIBILITY:**

1. Provides support in academic and student areas, including academic programs, and other academic and student related areas.
2. Reviews and evaluates summaries and analyses for academic and student related policy development; requiring the application of expert knowledge of Board direction, activities, programs, policy, regulatory and statutory requirements.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Evaluates and interprets academic and student related policies, procedures, and rules as well as compliance monitoring methodologies recommended for Board action.
2. Evaluates proposed academic and student related strategic planning goals, objectives, and strategies.
3. Assists in the establishment of new policies or the modification of existing programs.
4. Evaluates adequacy of academic and student analyses and resulting recommendations.
5. Evaluates accuracy of academic and student data contained in communications of the Board Office.
6. Assists in evaluating academic and student processes, recommending, and implementing improvements to procedures, program operations, workflow and organizational design.
7. Prepares academic and student governance reports.
8. Participates in the completion of administrative activities, projects, surveys, or studies to ensure academic, student, and research activities are completed in a timely, proper, and efficient manner.
9. Assists in monitoring the resolution of academic, student, and institutional research issues.
10. Maintains constant dialogue with institutional provosts and academic officers.
11. Represents the Chief Academic Officer on academic and students matters.
12. Consults with and advises the Chief Academic Officer on changes to academic and student policies and procedures.
13. Assists in coordinating Regent academic and student affairs activities with other state, private, and federal agencies as necessary.
14. Respond to requests for information from the public and other state agencies and officials on academic and student related issues.
15. Prepare memoranda for the Board Office on academic and student affairs activities; review and report on state and federal legislation as appropriate.
16. Confer as necessary with governmental and institutional personnel at all levels.
17. Prepare analyses of accreditation reports.
18. Other duties as assigned by the Chief Academic Officer.

### **SUPERVISION RECEIVED:**

Supervision is received from the Chief Academic Officer.

## **ACADEMIC PROGRAM MANAGER**

### **SUPERVISION EXERCISED:**

Functional supervision may be exercised over support staff.

### **QUALIFICATIONS:**

An earned doctoral degree from an accredited institution is required.

Extensive (7-10 years) experience in academic/student affairs administration, teaching, and program evaluation in higher education is preferred.

Strong quantitative, analytical, communication, and presentation skills are required.

Extensive knowledge of higher education and state government activities is required.

Knowledge of special education is desirable.

Excellent oral and written communication skills and proficiency/competency in the use of personal computer software applications is required.

Ability to work in a team environment and as a self-directed individual.

Experience working in a multi-tasking environment; high level organizational skills.

Experience working with boards and board committees is highly desirable.

Familiarity with innovative practices in higher education is desirable.

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Salary range - \$80,000 - \$100,000, depending on qualifications.

Academic and criminal background checks will be required for a successful applicant.

The position will remain open until filled. However, for best consideration, please submit a letter of application and résumé by June 10, 2016.

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